

The Business Of Consulting Elaine Biech

An entrepreneur's complete guide to making it big while keeping things small. Small business specialist Elaine Pofeldt offers her blueprint for getting a running start with your microbusiness—that is, a business with no more than 20 employees, including yourself. Following her previous book, *The Million-Dollar, One-Person Business*, Pofeldt gives readers the steps toward their next entrepreneurial venture, including testing an idea's market viability while limiting risk, finding cash without giving up control, protecting your personal time and avoiding burn out, and knowing when it is time to start micro-scaling. Pofeldt's focus is always on staying lean financially so that you can achieve your personal goals on an average person's budget. In this book, Pofeldt profiles nearly 60 microbusinesses that have all reached \$1 million in annual revenue without losing control or selling out. *Tiny Business, Big Money* also includes the results of a survey with the founders of 50 seven-figure microbusinesses that got to \$1 million with no payroll or very small teams, which provides deeper visibility into their shared principles of success that you can apply to your own small business.

This invaluable "mentor in your pocket" by three dynamic and successful black female executives will help all black women, at any level of their careers, play the power game—and win. Rich with wisdom, this practical gem focuses on the building blocks of true leadership—self-confidence, effective communication, collaboration, and courage—while dealing specifically with stereotypes (avoid the Mammy Trap, and don't become the Angry Black Woman) and the perils of self-victimization (don't assume that every challenge occurs because you are black or female). Some leaders are born, but most leaders are made—and *The Little Black Book of Success* will show you how to make it to the top, one step at a time.

Live up training with new, dynamic strategies for active participation 101 More Ways to Make Training Active brings together arch, comprehensive collection of training strategies and activities into one easy source. Designed for quick navigation, this useful guide is packed with classroom-ready ideas and twenty "how-to" lists to enliven any learning situation, helping you better engage their trainees and encourage active participation. These techniques are applicable to almost any topic and learning objective, and provide guidance on every aspect of Active Training design and delivery. Each strategy includes recommendations for length of time, number of participants, and other conditional factors, plus a case study that illustrates the situation, change management, coaching, feedback, conflict, diversity, customer service, and more, providing a complete reference for facilitating active training sessions. Active Training requires the participants to do most of the work. They use their brains, and apply what they've learned. The environment is fast-paced, fun, supportive, and personally engaging, and encourages participants to figure things out for themselves. This book contains specific, practical strategies for bringing this environment to any training session. Learn new strategies for stimulating active discussion, inspire creativity, innovation, and collaboration. Teach better decision making, leadership, and self-management. Make lectures active to encourage more participation. Active training makes training sessions more enjoyable, and as participants invest themselves more heavily into the material, outcomes begin to improve dramatically. This dynamic atmosphere doesn't happen by accident; the activities and the course itself must be designed and delivered in a way that encourages active participation. In 101 More Ways to Make Training Active, you get a toolkit of creative, challenging, and fun ways to make it happen.

Are you an internal consultant -- someone who is a permanent employee and staff member, yet serves in a consultative role within your organization? Then you need this hands-on, practical guidebook to help you better understand your role and improve your performance, whether you're a change agent, trusted advisor, or someone who serves in varying capacities. Just like *Training For Dummies*, it's important to design your job, develop a formal agreement, and build your practice. Consulting on the Inside provides a solid background for internal consultants, and serves as a roadmap for cultivating a successful career.

Best of the Annals

The Power of Passion and Perseverance

ATD's Action Guide To Talent Development

The Consultant's Legal Guide

Human Consulting

Skills for Career Success

Named the "2015 Self-Help Book of the Year" at the New Mexico-Arizona Book Awards in chasing "the good life," many of us sacrifice our relationships, our health, and our sanity, but at the end of the day, we still find ourselves with lives and work that bring us little fulfillment. Life isn't about the pursuit of happiness, which is superficial and fleeting. It's about meaning, which helps us realize our full potential, and knowing that our lives and work matter—regardless of circumstances. Dr. Alex Pattakos and Elaine Dundon, two bestselling authors and leaders of the Meaning Movement, give readers *The OPAL Way: Finding Joy & Meaning in Everyday Life & Work*. Inspired by the wisdom of ancient Greek philosophy and traditional village values, and backed by years of research, *The OPAL Way* provides a breakthrough approach and practical tools to renew your outlook and rejuvenate your life. Pattakos and Dundon demystify the subject of meaning by sharing insights, stories, and three core lessons to guide you on your odyssey. Connect meaningfully with Others, Engage with deeper Purpose, Embrace life with Attitude. Stop searching for happiness and start searching for meaning. Create the life you want, *The OPAL Way*.

Your Talent Development Atlas If you've been directing your organization's talent development effort during the last few years, you might think you're on a journey without a map. There are few published resources to guide you in a challenge that many experts promise will only become more urgent, and necessary, in the coming years. Elaine Biech, a legendary leader in training and development, understands the road ahead and has partnered with ATD to present a new book that will point the way—ATD's Foundations of Talent Development: Launching, Leveraging, and Leading Your Organization's TD Effort. Biech imbues this comprehensive volume with the energy and passion she has manifested in a career spanning more than three decades. In her hands, you have a trusted adviser who provides guidance, leadership, and direction to your organization. Biech painstakingly guides you over 36 chapters—taking you from developing your talent development strategy, creating an operating plan, and reinforcing your organization's talent development mindset, through design and delivery, measurement and evaluation, and preparing for the future. No matter where you are in your development, you will be able to pick up this book and select chapters that describe how you can help your organization. What's more, Biech has included a new customized model to assist you. Plus, she's invited dozens of her friends and colleagues to contribute—well-known authors, ATD subject matter experts, and icons in the field—to present a cross-section of voices and approaches in the field. In 2018, ATD celebrates its 75th anniversary by delivering ATD's Foundations of Talent Development, its first published reference to the profession it leads and supports. Think of this book as your professional atlas.

Everything you ever wanted to know about consulting—a practical roadmap for aspiring entrepreneurs Seismic changes occurring in the workforce are leading to more and more people entering the world of contract, freelance, and contingency work. Rapid changes in demographics and advances in technology have led companies and talent to engage in profoundly new ways and consulting is one of the keys to success. The New Business of Consulting is authentic and practical, and shares the knowledge and skills required to start and grow a successful consulting business. From how to make a smooth career transition, to how to determine a consulting fee, to how consultants inadvertently create a bad reputation, it covers everything you need to know to thrive and flourish in this competitive field. Covers contemporary topics, such as how to achieve success in the gig economy

Discloses a reliable technique to land the clients you want Presents options to help you balance your life and your business Prepares you for naming your business, managing critical financial issues, and building a client relationship Shows you how to take your income and impact beyond working as a solepreneur The crucial start-up days of a consulting business may be frenetic and fraught with questions. This new edition provides sanity and answers all the questions. It includes practical tools, templates, and checklists that you can download and implement immediately.

The employment revolution is here. Learn the latest pioneering tactics from real people who are bringing in \$1 million a year on their own terms. Join the record number of people who have ended their dependence on traditional employment and embraced entrepreneurship as the ultimate way to control their futures. Determine when, where, and how much you work, and by what values. With up-to-date advice and more real-life success stories, this revised edition of *The Million-Dollar, One-Person Business* shows the latest strategies you can apply from everyday people who—on their own—are bringing in \$1 million a year to live exactly how they want.

The Wiley Blackwell Handbook of the Psychology of Recruitment, Selection and Employee Retention

A Complete Guide to Training Success

Cultivating the Synergy That Fosters New Ideas

ASTD Handbook for Workplace Learning Professionals

Change Management Training

The Basics and Beyond

*There are more similarities than differences between how artists and scientists work. Both ask countless questions. Both search in earnest for answers. Both are dedicated to reaching the best results. Not so different from today's trainers, are they? Elaine Biech, one of the most highly regarded names in talent development, has set out to identify the perfect blend of content mastery and audience insight. The result is this highly informative book. *The Art and Science of Training* presents the science for learning and development, but it also emphasizes that training success lies in knowing what to do when things don't go as planned. Discover how top facilitators always put learners first, even when faced with objections to the rule—the unwilling learner, the uninformed supervisor, the inappropriate delivery medium, or the unmanageable performance challenge. And learn why you must understand people, not only content, to ensure consistently exceptional learning experiences. Science is both a body of knowledge and a process. Art is the expression of creativity and imagination. Where they intersect is the best way to help others learn and grow.*

An action plan for working as a consultant Management consulting is a \$250 billion industry and growing at a rate of over four percent annually. Many predict that more than 40 percent of the U.S. workforce will soon be contingent, freelance, or consulting members of the workforce—making this book more relevant than ever. Individuals become independent consultants out of necessity or preference: necessity because they lost their job or the company offered an attractive exit package; preference because they want a career change, more control over their time, or an enriched, varied work situation. Consulting also appeals to the Millennial workforce who are searching for careers that offer a good salary as well as meaningful work. The New Consultant's Quick Start Guide • Serves as a companion to The New Business of Consulting • Provides you with a place to plan your transition into consulting • Helps you identify your niche, develop a business plan, charge what you're worth, and create a marketing strategy to ensure a steady stream of clients • Prepares you for changes you will encounter beyond your professional life, including social, family, and financial aspects The New Consultant's Quick Start Guide helps you work through the challenges of consulting such as working alone, deciding on necessary insurance coverage, finding your first clients, struggling with cash flow, and understanding market trends.

Enhance your toolkit with the best of the best—100+ tested and perfected activities guaranteed to succeed "A treasured collection with some never-before-seen tools and activities to increase participation and retention for your learners. . . . The 'insider's tips' feature helps even the newest trainer facilitate these activities like a pro." —Jean Barzette, author of The Art of Great Training Delivery "I believe in the effectiveness of training activities, the brilliance of Elaine's editorial skills, and the street smarts of my ASTD colleagues. They all come together in this brilliant book." —Dr. Sivasilam "Thiagi" Thiagarajan, of The Thiagi Group, author of Jobs! "What a wonderful book!" . . . This is a must-have reference book for every learning and development professional." —Jack and Patti Phillips, Founders, Chairman and CEO of the ROI Institute, Inc. Workplace learning professionals are always looking for the best solution—tried-and-true activities, ones that work every time, ones that always lead participants to gain deeper insight into their leadership capabilities and potential. The Book of Road-Tested Activities gives you just what you're looking for: well-crafted games and activities that have been put to the test in real training situations and proven effective. To create this edited collection, training legend Elaine Biech painstakingly selected the very best—more than 100 activities that ASTD training professionals have taken to the finish line with excellent results. Divided between activities geared toward specific workshop topics and multi-purpose training tools and techniques, the book covers: Training topics—communication, listening, customer service and sales, creativity and innovation, teamwork, leadership, and more Tools and techniques—icebreakers, openings, reviews, and online learning, plus unique tools that will add a new twist to your own techniques With both new, innovative activities and classic, dependable ones enhanced with creative variations, Elaine Biech's The Book of Road-Tested Activities provides you with an array of tried-and-true training tools for every occasion and purpose. They'll help you achieve your own stellar track record of successful training and satisfied customers.

Economics, finance, business and industry.

Building Your Independent Psychotherapy Practice

ASTD's Ultimate Train the Trainer

The Business of Consulting

Make Great Money, Work the Way You Like. Have the Life You Want.

The Pfeiffer Book of Successful Team-Building Tools

10 Steps to Successful Training

The Million-Dollar, One-Person Business, Revised

The New Business of ConsultingThe Basics and BeyondJohn Wiley & Sons

NEW EDITION, REVISED AND UPDATED In America, organizations spend \$175 billion in training initiatives and more than \$500 billion in human resource solutions every year yet often have little to show for it. One reason is that people "jump to solutions" before they identify the causes of the problem. Performance consultants are effective because they partner with clients to clarify business goals and determine root causes for gaps between desired and current results. Only then are specific solutions agreed upon and implemented. This third edition of the classic book that introduced performance consulting adds a wealth of new material. There are new case examples throughout and four new chapters providing detailed steps for measuring results from performance consulting initiatives on five different levels, including ROI. The book includes a never-before-published Alignment and Measurement Model, allowing you to connect organizational needs and performance consulting initiatives designed to address those needs with the appropriate level of measurement. This remains a profoundly practical book, featuring tools, models, and checklists. It will enable you to make a difference in your organization that is valued, measurable, and sustainable.

In this instant New York Times bestseller, Angela Duckworth shows anyone striving to succeed that the secret to outstanding achievement is not talent, but a special blend of passion and persistence she calls "grit." "Inspiration for non-genies everywhere" (People). The daughter of a scientist who frequently noted her lack of "genius," Angela Duckworth is now a celebrated researcher and professor. It was her early eye-opening stints in teaching, business consulting, and neuroscience that led to her hypothesis about what really drives success: not genius, but a unique combination of passion and long-term perseverance. In Grit, she takes us into the field to visit cadets struggling through their first days at West Point, teachers working in some of the toughest schools, and young finalists in the National Spelling Bee. She also mines fascinating insights from history and shows what can be gleaned from modern experiments in peak performance. Finally, she shares what she's learned from interviewing dozens of high achievers—from JP Morgan CEO Jamie Dimon to New Yorker cartoon editor Bob Mankoff to Seattle Seahawks Coach Pete Carroll. "Duckworth's ideas about the cultivation of tenacity have clearly changed some lives for the better!" (The New York Times Book Review) "Angela Duckworth's remarkable book is a must-read for anyone who wants to know how to succeed. Her research is groundbreaking, neither a warm embrace nor high standards will work by themselves; how to trigger lifelong interest; the magic of the Hard Thing Rule; and so much more. Winningly personal, insightful, and even life-changing, Grit is a book about what goes through your head when you fall down, and how that—not talent or luck—makes all the difference. This is "a fascinating tour of the psychological research on success" (The Wall Street Journal).

After a traumatic experience, survivors often experience a cascade of physical, emotional, cognitive, behavioral, and spiritual responses that leave them feeling unbalanced and threatened. Building Resilience to Trauma explains these common responses from a biological perspective, reframing the human experience from one of shame and pathology to one of hope and biology. It also presents alternative approaches, the Trauma Resiliency Model (TRM) and the Community Resiliency Model (CRM), which offer concrete and practical skills that resonate with what we know about the biology of trauma. In programs co-sponsored by the World Health Organization, the Unitarian Universalist Service Committee, ADRA International and the department of behavioral health of San Bernardino County, the TRM and the CRM have been used to reduce and in some cases eliminate the symptoms of trauma by helping survivors regain a sense of balance. Clinicians will find that they can use the models with almost anyone who has experienced or witnessed any event that was perceived as life threatening or posed a serious injury to themselves or to others. The models can also be used to treat symptoms of vicarious traumatization and compassion fatigue.

101 More Ways to Make Training Active

Seeds of Innovation

The Consultant's Quick Start Guide, 2nd Edition

How We Embraced Fear and Abandoned Democracy

Fortress America

Marketing Your Consulting Service (Summary)

The Complete Guide to Building and Growing a Talent Development Firm

Millions of Americans have to train others as part of their jobs. Whether you're an employee training your co-workers on a new process or skill, a volunteer asked to train new volunteers, a chef training your staff, or a paramedic giving CPR training, it's just as important to know how to teach others as it is to know what you're talking about. It doesn't matter how much you know about your subject if you can't share it with others. Fortunately, Training For Dummies offers all the nuts and bolts of training for anyone who has to educate others on any subject and in any field. It covers all the modern, interactive instructional methods and dynamic training approaches available and helps you get trainees inspired, involved, and enthused. Training For Dummies will help you: Keep it interesting so trainees learn more eagerly Master the jargon of training Use audio and visual aids effectively Prepare for the training certification process Evaluate your results and improve your tactics Elaine Biech,

*President and Managing Principal of Ebb Associates, Inc., and known as "the trainer's trainer" shows you all the tips and tricks of the trade. Based on her long experience as a trainer and her work for clients such as the IRS and many Fortune 500 companies, Biech helps you discover: Tips, techniques, and tidbits for enhancing your training sessions * Methods that improve trainee participation * The traditional lecture method * Tactics for gauging and managing group dynamics * Strategies for addressing problems in the classroom * Hints for understanding and adapting to different learning styles * Helpful resources and other extra material you can put to use. No matter what you do for a living, there will probably come a time when you have to teach others what you know. Training For Dummies cuts through the complicated jargon to present the basics of teaching and learning in straightforward, plain English so you can share your specialized knowledge with those who need it. Year after year, consultants, trainers, and human resource professionals have come to rely on The Pfeiffer Annals to provide them with the most current and quality tools on a wide variety of topics. In this book, editor Elaine Biech and contributors to the Annals have honed in on the important theme of team building to create the first topic-specific book in The Pfeiffer Annals series. The Pfeiffer Book of Successful Team-Building Tools, 2nd Edition, includes an innovative ten-block model for building a high-performance team and draws on the best-on-the-topic articles from thirty-five years of Annals volumes.*

The Consultant's Quick Start Guide offers a practical approach to setting up a consulting business. Throughout the guide, Elaine Biech—author of the best-selling The Business of Consulting—shares both her own secrets as well as those of numerous other successful consultants. With a focus on the business side of consulting, Biech takes you through a painless, fill-in-the-blanks, step-by-step process for setting up your consulting firm. New sections include: Why A Consulting Career—Five Reasons Why You May Be a Good Investment How Much Will Clients Pay? Your first "To Do" List What to call your business Creating and writing Business Plans Office Location Options Setting up your Office, including Furnishing Your Office and planning your Technical Needs Electron Records, including Monthly Expense Records, Revenue Projections, and Invoicing Staying Organized, including a Session Planner Determining your market niche Creating your marketing plan Developing your website Reviewing your first year with your family Electronic resource list, available online Skills And Knowledge Required of Consultants.

An unmatched collection of resources perfect for psychologists, scholars, and HR practitioners In The Wiley Blackwell Handbook of the Psychology of Recruitment, Selection and Employee Retention, an expert team of authors presents a comprehensive and authoritative perspective on critical issues in employee recruitment, selection, and retention. Every chapter offers an in-depth review of the most recent literature and provides academics, researchers, industry practitioners, and students with a holistic reference to relevant data and theory. The book includes job analyses, biodata, simulation exercises, talent management guides, talent assessment guides for leadership development, and online employee selection strategies.

Consulting on the Inside

Building Resilience to Trauma

101 Secrets to Negotiating Success

The Book of Road-Tested Activities

The OPAL Way

How to Provide Real Help Faster

Launching, Leveraging, and Leading Your Organization's TD Effort

An award-winning historian argues that America's obsession with security imperils our democracy in this "compelling" portrait of cultural anxiety (Mary L. Dudziak, author of War Time). For the last sixty years, fear has seeped into every area of American life: Americans own more guns than citizens of any other country, sequester themselves in gated communities, and retreat from public spaces. And yet, crime rates have plummeted, making life in America safer than ever. Why, then, are Americans so afraid—and where does this fear lead to? In this remarkable work of social history, Elaine Tyler May demonstrates how our obsession with security has made citizens fear each other and distrust the government, making America less safe and more democratic. *Fear: Friends, Family, and Enemies* is a brilliant cultural and intellectual history of engaged citizens, who have become a paranoid, bunkered, militarized, and divided vigilante nation. This book provides a wealth of information and life lessons that can help teens and young adults achieve their goals and dreams. The book describes how our drive affects everything you do, how your family influences your educational, financial, social, and spiritual achievements, and how to manage, save, invest, protect, and share money.

Prepare and establish new front-line leaders with training that develops essential supervisory skills. Investing in new supervisors increases productivity and organizational profitability, and it results in engaged, high-performing teams. Yet many new supervisors—the very people responsible for planning and organizing work in every organization—are often undertrained in the skills required to be a successful front-line leader. In New Supervisor Training, training legend Elaine Biech presents innovative two-day, one-day, and half-day training workshops that help supervisors embrace their new roles and develop supervisory skills in five key areas: promoting communication, guiding the work, leading the workforce, coaching employee performance, and developing themselves. Free tools and customization options The free, ready-to-use resources (PDF) that accompany this book include downloadable presentation materials, agendas, handouts, assessments, and tools. All workshop program materials, including MS Office PowerPoint presentations and MS Word handouts, may be customized for an additional licensing fee. Browse the licensing options in the Custom Material License pricing menu.

Disk contains: Exhibits from text.

Saying Good-bye to Managed Care

Performance Management

ATD's Foundations of Talent Development

Family and Money Matters

Life Lessons for the New Generation

A Practical Approach to Building Your Organization's TD Effort

Consulting Mastery

Consulting in Complex and Changing Times Organizations face challenges today that are too messy and complicated for consultants to simply play doctor: run a few tests, offer a neat diagnosis of the "problem," and recommend a solution. Edgar Schein argues that consultants have to jettison the old idea of professional distance and work with their clients in a more personal way, emphasizing authentic openness, curiosity, and humility. Schein draws deeply on his own decades of experience, offering over two dozen case studies that illuminate each stage of this humble consulting process. Just as he did with Process Consultation nearly fifty years ago, Schein has once again revolutionized the field, enabling consultants to be more genuinely helpful and vastly more effective.

Performance Management presents an end-to-end practical model of effective performance management that shows how to develop/implement performance management systems that yield bottom line results. Once step by step guidance and examples Realities associated with implementing best practices and avoiding common pitfalls Jobs and circumstances where common practices will and will not work well Proven approaches from leading organizations for designing and implementing performance management plans for becoming a leading consultant

90 World-Class Activities by 90 World-Class Trainers gathers classic activities from ninety master trainers in one convenient place. The stellar list of trainers includes Bellman, Blanchard, Booher, Crum, de Bono, Kouzes, Masie, Pike, Robinson, Seannell, Silberman, Thiagi, Zenger, and 77 other names you'll know. Elaine Biech (editor of the Pfeiffer Annals and author of Training for Dummies) has gathered a powerful and exciting collection of activities from around the globe. The sixteen topics include change management, coaching, diversity, leadership, and teamwork. This invaluable resource presents the favorite activities of some of the most talented trainers are represented. All of these activities have stood the test of time and are presented here for you to engage teams and groups in collaborative learning. The contributors provide helpful suggestions for adapting the activities to a particular setting or audience and present ideas for adding zest to their favorite activities to ensure that you are as successful with them as they have been. The book is filled with experience and expertise. Combined, the contributors have written and edited almost 800 books and over 3,700 articles and have received hundreds of awards. Many are members of the HRD Hall of Fame and they advise some of the largest organizations in the world. Draw on their expertise and implement several of the activities. Your success is guaranteed.

Developing the Go-To Reference for managing a consulting business. The Business of Consulting is candid, practical, and eminently useful. Fine-tuned to address the changes in today's business environment, this vital resource outlines the basics for managing a consulting practice and shows how to: Develop a business plan Market your business Charge for your services Build a client relationship Grow the business Ensure your continued performance growth Make the most of money in the profession

Performance Consulting

The New Consultant's Quick Start Guide

Maximizing Your Potential at Work

Marketing Your Consulting Services

Finding Joy & Meaning in Everyday Life & Work

A Business of Consulting Resource

The Consultant's Quick Start Guide

*Breakthrough Innovation is a prerequisite for success in almost any organization, yet the actual management of innovation has only recently begun to receive the attention it deserves. Here, innovation thought leader Elaine Dundon offers a "'how-to'" prescription for building creative and strategic innovation skills at all levels of an organization (rather than focusing on decision-making levels only) -- and explains how to produce measurable results that translate directly to the bottom line. Using field-tested concepts and practical examples, and featuring easy-to-apply processes and concrete thinking tools, this straight-talking book provides a broadly applicable guide to innovation -- one that's not limited to a specific industry sector. Today's most comprehensive, one-stop innovation resource, it describes: * The three necessary components of innovation -- creative, strategic, and transformational thinking * Methods for applying innovative thought to existing products, processes, and business models * 90 great innovations and 90 trends to consider*

This practical, how-to overview of the entire training function provides new trainers with critical training skills. Use "'ASTD's Ultimate Train the Trainer'" program to bring new trainers quickly up-to-speed, engage SMEs in the learning process, and enhance seasoned trainers' skills with the latest techniques for delivering powerful training. The author of Raising the Wave: Designing Your Organization for Enduring Success offers readers a master plan for becoming a leading consultant to corporations hungry for excellent change.

"ASTD's Ultimate Train the Trainer" is a "must have" for every training manager's bookshelf.

Here's the "must have" reference book for anyone involved in training, human resources development, and workplace learning. Published by the most trusted name in the industry, "'The ASTD Handbook for Workplace Learning Professionals'" is a required tool for all learning professionals. This practical "'go to'" resource is a new contribution to the field, comprising 50+ chapters, each authored by renowned industry practitioners. The handbook offers the most up-to-date methodologies and practices covering the entire range of the training and development profession and also includes valuable worksheets and tools on a companion CD-ROM.

The Consultant's Quick Start Guide offers a practical approach to setting up a consulting business. Throughout the guide, Elaine Biech—author of the best-selling The Business of Consulting—shares both her own secrets as well as those of numerous other successful consultants. With a focus on the business side of consulting, Biech takes you through a painless, fill-in-the-blanks, step-by-step process for setting up your consulting firm. New sections include: Why A Consulting Career—Five Reasons Why You May Be a Good Investment How Much Will Clients Pay? Your first "To Do" List What to call your business Creating and writing Business Plans Office Location Options Setting up your office, including Furnishing Your Office and planning your Technical Needs Electron Records, including Monthly Expense Records, Revenue Projections, and Invoicing Staying Organized, including a Session Planner Determining your market niche Creating your marketing plan Developing your website Reviewing your first year with your family Electronic resource list, available online Skills And Knowledge Required of Consultants.

Laws of Leadership for Black Women

90 World-Class Activities by 90 World-Class Trainers

The New Business of Consulting

A New Approach for Driving Business Results

An Action Plan for Your First Year in Business

New Supervisor Training

Grit

getAbstract Summary: Get the key points from this book in less than 10 minutes. If you have this book, you don't need to go back to school for a marketing degree to learn how to sell your consulting services. The single practitioner can use this basic text as a consultancy marketing bible. Elaine Biech's manual will help you increase your client base and retain the clients you have. It is free of jargon and packed with practical tools and ideas on how to market a consulting business. Using a workbook format, Biech provides task sheets in every chapter, along with probing questions you complete and apply to your work. If you miss one of her many excellent tips along the way, don't worry; you'll probably read it again in another chapter. That built-in redundancy may be a good teaching drill - especially for beginners - but the book could have been tighter. However, if you're a new, lone consultant (this is not for big consulting practices) targeting corporate clients, getAbstract.com encourages you to study this book - it will open your eyes and increase your business. Book Publisher/Pfeiffer

The author of Raising the Wave: Designing Your Organization for Enduring Success offers readers a master plan for becoming a leading consultant to corporations hungry for excellent change.

Get Started Now. Take Action. Staying ahead of change in the world, your organization, and your profession requires action. You learned a lot to launch your organization's talent development efforts. As you position it for the future, what you need to know grows exponentially. As futurist Ray Kurzweil once said, "If I take 30 steps linearly, I get to 30. If I take 30 steps exponentially, I get to a billion." How do you prepare for exponential growth? In ATD's Action Guide to Talent Development: A Practical Approach to Building Organizational Success, industry expert and bestselling author Elaine Biech lays out the steps you can take. The companion volume to ATD's Foundations of Talent Development: Launching, Leveraging, and Leading Your Organization's TD Effort, this book follows an eight-step framework for defining your organization's learning foundation (preparation for the future). You are your organization's trusted advisor, and Biech offers practical questions, organizational assessments, and tips for each step you must guide your organization through. She also presents the newest thinking from university educators and researchers that organizational experts have relied on for years, as well as from industry practitioners and luminaries in leadership and development. Open this book to any page. Jump in where you think it will be most beneficial to you or your organization. Whether you work inside a company or as an external consultant, whether you work for a large organization or a small one, whether you are launching your first talent development effort or fine-tuning a function that's been in action for decades—you are sure to find valuable concepts, designs, and ideas. Get started now. Take action. Table of Contents: I. Identify and Clarify the Organization's Learning Foundation 1. Your Organization's Learning Culture 2. Leaders Champion Learning 3. Employees Value Lifelong Learning 4. Everyone has a Learning Mindset 5. Clarify Your Organization's Readiness for Learning 6. Build a Business Case for Learning 7. Enhance Your Organizational and Industry Savvy 8. Expand Talent Development's Role 9. Partner with Business to Become Trusted Advisors 10. Create an Operating Plan 10. Align TD to the Organization's Needs 11. Manage the TD Function Like a Business 12. Balance Services and Budget 13. Develop Technology for Learning 14. Reinforce an Organizational Talent Development Mindset 14. Evolving Your Organization's Learning Culture 15. How Your Organization Learns to Perform 16. Managers Develop their Employees 17. Employees are Accountable for their Development 18. Talent Development Professionals are Consultants 19. Stay on the Cutting Edge of Contemporary Design and Delivery 20. Select the Most Effective Formal Learning 21. Support Learning from Others 22. Encourage Learning On-the-Job 23. Explore Other Services Provided by TD Professionals 16. Fortify the Learning 24. Empower Employees to Learn 25. Enable Self-Learning 26. Coach Managers 27. Foster Persistent Self-Learning 28. Develop Your TD Staff 17. Define and Measure the Impact 29. Demonstrate Organizational Impact of TD 30. Identify Evaluation Methods 31. Start a Meaningful Evaluation Process 32. Plan for the Future of Evaluation 17B. Prepare for the Future 33. The Workplace of the Future 34. The Workforce of the Future 35. Talent Development Future Trends 36. Guiding Your Organization's Future Appendix A. Worksheets and Checklists Appendix B Contributor Bio References Author Bio Index

This career development tool kit is for people who want to take charge of their own professional futures. If you want to have a career that is meaningful and inspires you, you must prepare for it the same way you would a marathon—developing an overall training plan to carry you through to race day and beyond. This is especially important in today's unpredictable work world, where organizations are in a state of constant flux, and many have either eliminated their employee development programs or adopted a generic, one-size-fits-all approach. Skills for Career Success maps the strategies and skills you will need to take responsibility for your own future. It provides an overview of career development basics, including how to create a marketing plan, including how to write an Individual Development Plan (IDP) that is practical and useful to you. The core of the book is an easy-to-navigate catalog of fifty-one critical skills, such as communicating clearly, adapting to situations, advocating for yourself, managing difficult clients, and more. For each skill, there are actions you can take immediately, ongoing practices, and long-term goals. Beyond the skills, there is advice for keeping your career on track, developing a path beyond your current job, overwriting personal roadblocks, finding your passion at work, and initiating talent conversations with your manager. There are also guidelines for managers who want to bring out the best in their people.

A Practical Guide for Internal Consultants

The Art and Science of Training

Tiny Business, Big Money: Strategies for Creating a High-Revenue Microbusiness

The Trauma and Community Resiliency Models

How the Best Make the Biggest Difference

A Strategic Process to Improve, Measure, and Sustain Organizational Results

The Little Black Book of Success

We need to change how we change. Successful organizations are proactive about change and can turn obstacles into opportunities. Thus managing change—its constant barrage, faster pace, and complexity—has become a required skill for leaders, managers, and employees alike. In Change Management Training, master trainer and innovator Elaine Biech presents a complete lineup of workshop resources and tools needed to conduct effective change management training. Help managers understand their expanded role, practice new management techniques, and demystify the people side of change with innovative two-day, one-day, and half-day training workshops. You'll find all the activities, handouts, tools, and assessments you need inside. Free tools and customization options The free, ready-to-use resources (PDF) that accompany this book include downloadable presentation materials, agendas, handouts, assessments, and tools. All workshop program materials, including MS Office PowerPoint presentations and MS Word handouts, may be customized for an additional licensing fee. Browse the licensing options in the Custom Material License pricing menu. Preview a sample activity from the book. About the Series The ATD Workshop Series is written for trainers by trainers, because no one knows workshops as well as the practitioners who have done it all. Each publication weaves in today's technology and accessibility considerations and provides a wealth of new content that can be used to create a training experience like no other. Order the ATD Workshop Series Bundle to save.